



## CITY OF LONG BEACH

### EMPLOYMENT OPPORTUNITY

Public Health Associate II (Full Time/Unclassified)

Emergency Preparedness Specialist - Policy, Planning, & Prevention Bureau

\$17.01 - \$23.26 per hour

## DEPARTMENT OF HEALTH & HUMAN SERVICES

### POSITION:

The City of Long Beach Department of Health and Human Services, Policy, Planning & Prevention Bureau, is recruiting for one Emergency Preparedness Specialist position. Under supervision from the Public Health Emergency Management Program Director, the Emergency Preparedness Specialist will work with other City departments, community members, and local agencies (e.g. American Red Cross) to coordinate emergency preparedness activities. This position also coordinates social media and risk communication for Health Department programs. The position is located at the Main Health Department Headquarters, 2525 Grand Avenue in Long Beach, CA.



### EXAMPLES OF DUTIES:

- Provides support to the Department for planning, response, mitigation, and recovery efforts for events of bioterrorism, natural disasters, and communicable disease outbreaks.
- Attends local and regional emergency management planning meetings and trainings.
- Keeps informed of federal, state and local regulations affecting emergency planning, and ensures that established plans adhere to these regulations.
- Maintains and updates resource materials associated with public health emergency preparedness plans.
- Disseminates public health information to staff, public health officials, outside agencies and the public.
- Monitors and maintains the Department's social media sites and develops pre-established risk communication messages for each platform to be used during emergencies.
- Provides health education related to emergency preparedness through outreach and presentations.
- Implements and evaluates emergency protocols and procedures.

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.*

*If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*

### EXAMPLES OF DUTIES (cont.):

- Maintains records and required reporting documentation for annual program monitoring visits.
- Assists with emergency preparedness events, activities and services.
- Serves on the public information team during incidents/disasters.
- Performs other related duties as required.

### QUALIFICATIONS:

- A Bachelor's Degree in Public Health, Public Administration, Public Policy, Emergency Management, Communications, or closely related field is required.
- Two years' paid experience working in a public health or emergency management program is required.
- A valid California motor vehicle operator's license is required.
- Additional experience with social media, health education messaging, graphic design, or website development is desired.

### SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Excellent verbal and written communication skills.
- Ability to perform as a member of a multi-disciplinary team.
- Strong organizational skills and the ability to manage multiple tasks and assignments.

### APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, September 4, 2015. To be considered, please email a letter of interest and resume to the email address below. Please include PR-Req HE15-062 PHA II PHEM in the subject line.

**[LBDHHS-jobapplications@longbeach.gov](mailto:LBDHHS-jobapplications@longbeach.gov)**

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE15-062)

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